



REGULAR BOARD OF DIRECTORS MEETING
C. V. Starr Community Center 300 S. Lincoln St
Fort Bragg, CA. 95437
Wednesday, July 19, 2023
5:30 P.M.

MINUTES

1.0 CALL TO ORDER

- Meeting called to order at 5:30pm
- Board members present: Burkey/Dominguez/Felicich/Huff/Shpak

2.0 APPROVAL AND ADOPTION OF AGENDA

- The agenda was approved with the amended change to add the ADHOC committee grant report at agenda item 5.9.
- M/S/C: Huff/Felicich/Unanimous
- Yeyes: All
- Neyes: None

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- City Manager, Cindy Ducey, had reported to the board that the financial team of the City of Fort Bragg are conducting a deep dive in regard to CVSCC finances and had asked the board to refrain from raising employees' salaries and benefits. Ducey said this investigation should take two months.
- Felicich asked Ducey when the city plans on having a discussion for raising fees. Ducey replied once the finance committee meets, they will let Wells know. Ducey also mentioned that fees have not been raised since 2012 and every year that it is delayed, it is harder to push forward.
- Burkey asked that the board be given the big picture after the city's finance committee has met. Wooden said that the CVSCC would be out of funds by year 24/25, especially with the capital improvements that need to be made. Ducey suggested that the CVSCC should apply for grants under the city's umbrella and to reach out to the Starr Foundation.

4.0 STAFF REPORTS:

4.1 Administrative Report (Carly Wells)

- Wells added that she had met with Kirk Andre from CAPRI and had received minimal feedback and overall MCRPD did very well during the inspection.

4.2 Maintenance Report (Paul Kelley)

- Kelley was absent

4.3 CVSCC Performance Report (Carly Wells)

- Huff jumped back to the Administrative Report and asked if Danielle had been contacted. Wells said she had reached out, but the contact information she received was not current.

- Felicich asked Wells about the status of the gymnastics for cheerleading. Wells responded that the class is very well-attended and a new class has been added for the upcoming session.

4.4 Recreation Services Report (Kim Ramey)

- Ramey added that her meeting with CalOSHA was very happy with their inspection.

5.0 OTHER REPORTS:

5.1 Friends of MCRPD

- Treasurer, Sherry Lyons, reported that the Friends of MCRPD have been very excited about the number of scholarships that had been submitted to the organization. In total, they had received 21 scholarship applications and had provided one grant. Lyons further reported that discussion and approval of applicants have been made faster with the usage of email for communication amongst the board.
- Burkey asked Lyons how the organization spreads the word of their entity. Lyons responded that they visit schools, CVSCC staff has signs at the facility, but media usage is not as available.
- Shpak asked if their scholarships are advertised on the District's website. Wells replied that it is advertised for enrichment programs. Other locations were mentioned for the Friends of MCRPD to make an appearance such as the Senior Center, Food Bank and that Fort Bragg Unified can also help advertise.
- Lyons mentioned that they would like to watch their finances, and Rodriguez added that they would also like to give away scholarships to help the community.

5.2 South Coast

- The RCRC banquet was well attended and over \$4k was raised for the community center.

5.3 MECCA

- Nothing to report, the Board had decided to remove MECCA from the agenda until a meeting had occurred as MECCA has not met since 2019.

5.4 Mendocino Coast Botanical Gardens

- Burkey announced that Winesong will be coming soon with plans to sell 600 tickets at \$500 each. There will tastings, an auction, and more information that can be found on their website. The MCBG plans to have an Art in the Gardens event to thank donors, and they had received a gift from the Getty museum. There will be a retreat for the board members on September 10th.

5.5 Personnel Committee

- Report will be given during the 6.1 discussion item.

5.6 District Services Committee

- Nothing to report.

5.7 Finance Committee

- Nothing to report.

5.8 Board of Directors

- Nothing to report. Shpak mentioned that he will be absent for the next board meeting in August and that he is available to help MCRPD with the South Coast Archery class if needed.

5.9 ADHOC Committee

- An attempt was made to receive grants from the Division of Boats and Waterways for paddle boards and a new trailer to haul equipment. The grant had elapsed for the fall of 2023, a new attempt will be made when the grant re-opens.

Each DISCUSSION/ACTION item consists of the following steps to be carried out by the Board Chair in the subsequent order. 1) Announces agenda item by number and states the subject. 2) Staff and advisory committee reports. 3) Receive Board questions and requests for clarification 3) Receive public comments. 4) Motion and second from the Board. 5) Moderates a discussion of the item until a final motion is ready for a vote or other disposition

6.0 DISCUSSION/ACTION

6.1 Special Maintenance Project Per Diem Worker Job Description

- Wells explained the reason behind adding on the special maintenance project per diem worker and how it has been reviewed and discussed for several months.
- Shpak pointed out that the job description did not state that it was only for special circumstances and worried that employees would take advantage of this. Wells responded that any work done under the job position is pre-approval only.
- Felicich commented that the personnel committee held a meeting the day prior and Huff had asked that this job description be in parody to COFB and CA State Law. Wooden answered that this job description is only for CVSCC/MCRPD employees and that it is on pay with the COFB.
- Burkey asked how many employees would qualify to become per diem. Wells said that it would depend on the project at hand and which employees are qualified to handle the project.
- Burkey asked what the salary would be based on. Wooden said that it would be determined by the city as the salary would be based on the jobs and the bids.
- Lyons commented that she was not away that the position was for in-house employees only. Burkey replied that the language is in there.
- Shpak requested a bar to be placed in the job description as well for approving authorization and rate.
- It was decided that staff further review the job description and reconvene at a later time.

6.2 MCRPD Employee Handbook

- Well commented that the employee handbook has been in the works for a long time and that most of the updates that were made were for legal labor laws.
- Burkey asked about exit interviews and employee evaluations. CVSCC staff answered that exit interviews are usually requested by full-time employees, and evaluations are done every six months for full-time employees and annual for part-time employees.
- Burkey raised her concerns about the cellphone policy. Both Ramey and Wells explained their department's current cellphone policy.
- A motion was made to adopt the MCRPD Employee Handbook with the change of language for the District's drivers as requested by CAPRI.
- M/S/C: Huff/Dominguez/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak

6.3 Nomination and Election of Board Officers

- A motion was made to nominate Barbara Burkey as chair of the MCRPD Board.
- M/S/C: Burkey/Shpak/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak

- A motion was made to nominate Kylie Felicich as vice chair of the MCRPD Board.
- M/S/C: Burkey/Huff/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak

- A motion was made to nominate David Shpak as secretary of the MCRPD Board.
- M/S/C: Dominguez/Huff/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak

6.4 Board Member Standing Committee Assignments & MCRPD

- A motion was made to elect Barbara Burkey to the finance committee.
- M/S/C: Felicich/Shpak
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None

- A motion was made to elect John Huff to the district services committee.
- M/S/C: Shpak/Felicich/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None

- A motion was made to elect Angela Dominguez to the district services committee.
- M/S/C: Shpak/Felicich/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None

- A motion was made to elect Barbara Burkey to the personnel committee.
- M/S/C: Huff/Shpak/Unanimous

- Yeyes: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None
- A motion was made to elect Angela Dominguez to the personnel committee.
- M/S/C: Huff/Shpak/Unanimous
- Yeyes: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None

6.5 Board Member Committee Assignments

- A motion was made to elect David Shpak to the South Coast committee.
- M/S/C: Huff/Felicich/Unanimous
- Yeyes: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None

- A motion was not made to elect a member to the MECCA committee as the committee has not met since 2019.

- A motion was made to elect Kylie Felicich to the Mendocino Coast Botanical Gardens committee.
- M/S/C: Burkey/Dominguez/Unanimous
- Yeyes: Burkey/Dominguez/Felicich/Huff/Shpak
- Nayas: None

6.6 Possible compensation for bilingual employee program

- Burkey stated that although having bilingual employees is important, MCRPD's budget had just been approved and that there is not any money available for further raises.
- Wooden said that the COFB has three employees that receive a bilingual incentive pay and are available for translations.
- Huff suggested bringing this agenda item back in October after the COFB's financial team completes their financial investigation of the CVSCC.
- Burkey asked if an employee's ability to be bilingual was factored in when deciding the rate of pay. Wells replied that it was.
- Shpak asked if there was a policy in place and suggested writing a policy for October, after being told that there was not a policy.
- Wooden commented that the COFB has a bilingual employee program because there are only three qualified employees in professional positions. Wooden further commented that the clinic, Safeway, and other service industries do not offer a bilingual employee program and that there is a lot of technology to help with translations.
- Felicich asked if COFB employees undergo an examination before qualifying for the program. Wooden replied yes.
- Shpak commented with the services and clientele of the District, they should be given a change to think it through.
- Huff said that having bilingual lifeguards is important as they would have the potential to communicate with patrons in the event of an emergency.

- Rodriguez presented a letter that he had prepared for the board meeting requesting the board to consider a proposal to adopt a change in the current rules or by-laws. Rodriguez went on to explain the bilingual incentive pay program adopted by the COFB and believes MCRPD should adopt that same type of program. He has met with administrative staff in the past who had told him an employee's ability to be bilingual is considered during the hiring process, but said it needs to be codified in writing and adopted. He also said that the bilingual employees of MCRPD are essential staff as they provide a service to the community which brings in more customers and more income. Rodriguez, being part of the Latino Coalition, has heard of the difficulties families face in the community and that considering this program for employees will bring an opportunity to make things better and open more doors in the community. He explained that there are already bilingual employees at the CVSCC, so there is no need to make personnel changes or hire more staff.
- Huff responded saying that the board supports the program but will need to revisit this item in October.
- It was decided to revisit the bilingual employee program in October of 2023.

7.0 CONSENT CALENDAR

All items under the consent calendar will be acted upon in one motion unless a board member requests that an individual item be taken up under DISCUSSION/ACTION

7.1 Approval of minutes for board meetings and standing committees: 06-21-2023 Finance Committee Meeting; 06-21-2023 Regular Board Meeting Minutes

- A motion was made to approve the minutes as presented.
- M/S/C: Felicich/Huff/Unanimous
- Yayas: Burkey/Dominguez/Felicich/Huff/Shpak

8.0 PUBLIC PARTICIPATION-CLOSED SESSION ITEMS

- None

9.0 CLOSED SESSION

- The meeting was adjourned to closed session at 6:58pm
- The meeting re-opened at 8:04pm
- The board reported that they will be looking into hiring a bookkeeper.

10.0 ADJOURNMENT –

- Meeting adjourned at closed session at 8:05pm.